



KING COUNTY

AIRPORT DIVISION MANAGER DEPARTMENT OF TRANSPORTATION

Annual Salary Range \$74,007 - \$92,968

Job Announcement: 02MD2257

OPEN: 7/15/02

CLOSE: OPEN UNTIL FILLED

WHO MAY APPLY: This position is open to all King County employees and the general public.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Recruitment Officer, 201 S. Jackson St. MS KSC-TR0313. Seattle, WA 98104.** Application materials must be received by 4:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) **PLEASE NOTE:** Applications not received at the location specified above will not be processed.

FORMS AND MATERIALS REQUIRED: Materials required: (a) resume, (b) letter of interest detailing your background, how you meet or exceed the required qualifications, and your ability to perform the primary job functions, and (c) a minimum of three references of current and former managers.

WORK LOCATION: Airport Division, 7233 Perimeter Road, Seattle, WA 98108 (Located at Boeing Field).

WORK SCHEDULE: This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The work week is normally Monday through Friday.

JOB DESCRIPTION: The successful candidate will provide collaborative leadership and a clearly articulated vision for a division responsible for managing the King County International Airport (KCIA), commonly known as Boeing Field. KCIA is owned by King County and managed by the Aviation Division of the King County Department of Transportation. With its two runways (3,710 feet and 10,001 feet in length) and four fixed-base operators, KCIA provides all the facilities and services necessary to support jet and propeller-driven aircraft and helicopters. KCIA is an FAA-designated General Aviation (GA) Reliever for Sea-Tac Airport and averages over 375,000 GA operations per year. KCIA is one of the busiest general aviation airports in the country - used by aircraft of all sizes and types, and filling a wide range of commercial and recreational needs. KCIA receives no general tax dollars and is financed by rents, fees and some FAA resources.

The daily operational needs of the Airport Division require a high level of management, communication, fiscal, labor relations, and organizational skills to effectively manage an appropriated budget of \$12 million and lead approximately 60 employees. Division responsibilities include providing a base for approximately 150 businesses, including air cargo companies, flight schools, charter operations, and helicopter services. Other tenants include hundreds of small aircraft owners who use planes for recreational and business purposes. This position serves on the King County Department of Transportation management team and advises the King County Executive's Office on key matters of political and financial consequence to the division.

RESPONSIBILITIES: The ideal candidate for the position of Airport Division Manager will be an experienced manager who can impart strong visionary leadership that anticipates the role for the division as a premier provider of choice for general aviation services. The Division Manager must be capable of articulating the strategic direction for the division based on a thorough analysis of regional, county, and division business needs and develop the specific plans necessary to achieve their vision. To be successful in this position, the individual selected must demonstrate an astute political understanding of the nuances of airport operations

when developing strategies to work with and meet the business needs of airport tenants and interjurisdictional relationships. Due to the high visibility of aviation-related projects and the impact on many citizens, this position must effectively manage competing community-based and political interests where projects have far-reaching political implications. The Division Manager serves as an advisor and consultant to county elected officials and other jurisdictions on aviation-related policy issues and represents the county in multi-jurisdictional forums. The Division Manager must understand that he or she is not the sole decision-maker and that strong relationships must be cultivated with a variety of internal and external stakeholders. With the many responsibilities, projects, and initiatives the division must achieve, the Division Manager must skillfully operate in a dynamic and political environment where issues and priorities may change on a regular basis.

QUALIFICATIONS:

- Bachelor of Arts degree in Business or Transportation Management or equivalent education and experience
- Minimum of five (5) years airport management and operations experience including budget development and financial management, technical airport operations and procedures, and administrative and field operations

Class Code: 0662